

HM The Queen's Platinum Jubilee 2022 – Member Planning Group :

DRAFT to be Approved by Prosperous Communities Committee

1 Background

- 1.1 Preparations are under way around the country to celebrate the Queen's Platinum Jubilee in 2022. The actual date is 6 February but many celebrations will take place around the special bank holiday weekend from Friday 3 to Monday 6 June 2022.
- 1.2 It is recognised that the Platinum Jubilee is of national, international and historical significance and, as such, preparing for celebrations should be considered an authority-wide programme.
- 1.3 Given it is a matter in which Members wish to engage, influence and shape, and given that possible activities will cut across a number of teams, the Member Planning Group, supported by Officers from across the Council, has been established to oversee the preparations for the Queen's Platinum Jubilee in 2022.
- 1.4 This approach will facilitate engagement, cohesion and co-ordination. It will enable clear activities to be identified, resourced and delivered, and ensure a programme of events is established and agreed in a timely manner to ensure delivery.

2 Purpose of the Working Group

- To develop and formulate a co-ordinated programme of events which will: -
 - generate community engagement across all stakeholders within the District and enable them to hold local events to see district-wide celebrations
 - acknowledge and celebrate the Queen's National Campaign (<https://queensgreencanopy.org.uk>).
 - deliver against corporate objectives and council priorities.
 - Result in lasting memorial(s) of the historic event

- To develop a resourcing plan for this programme of events, including staff resource, communication plans, timelines and budgets.

3 Membership of the Group and Chairmanship and Appointments

- 3.1 The Planning Group shall comprise seven Members including the current Chairman and Vice-Chairman of Council.
- 3.2 The remaining five Members shall be appointed by the Prosperous Communities but do not need to serve on that committee.
- 3.3 Membership will comprise cross party / cross district representation.
- 3.4 The Working Group shall elect a Chairman at its first meeting.
- 3.5 For continuity purposes the Membership of the Group shall remain in place until all Jubilee Events have been concluded. The Group will be disbanded following submission of its impact report.
- 3.6 Other elected Members may attend the Working Group, but their level of contribution will be at the discretion of the Chairman.

4 Frequency of Meetings and Quorum

- 4.1 The quorum for a meeting shall be four members.
- 4.2 The Planning Group shall determine its own meeting frequency dependent upon need. But meetings will be called with at least seven days' notice.

5 Reporting Lines and Accountability

- 5.1 The Planning Group is directly responsible to the Prosperous Communities Committee.
- 5.2 The Planning Group has no direct decision making powers and will make recommendations to the Prosperous Communities Committee/ Corporate Policy and Resources Committee if required.
- 5.3 The Planning Group will report to the Prosperous Communities Committee, action plans for sign off, in both September, with an early outline of activities, and again before Christmas.
- 5.4 The Planning Group will submit an impact report to Prosperous Communities Committee in July 2022.

6 Resources

- 6.1 The Planning Group does not have a supporting budget. Budgets will be identified on recommendations made to the relevant Policy Committee.
- 6.2 Officers from the following Teams will support the Working Group and provide advice, information, guidance and logistical support: -
 - Civic Team
 - Communications Team
 - Communities Team
 - Visitor Economy Team,
 - Trinity Arts
- 6.3 Administrative support will be provided by Democratic Services and notes from each meeting will be retained.